

## 5 FAH-2 H-830 PROCUREMENT

(CT:TEL-40; 09-29-2014)  
(Office of Origin: A/LM/AQM)

### 5 FAH-2 H-831 EQUIPMENT AND NONEXPENDABLE MATERIAL FOR CONTROLLED ACCESS AREAS

(CT:TEL-40; 09-29-2014)

Procurement of equipment and nonexpendable materials destined for a Controlled Access Area (CAA) must conform to *the Overseas Security Policy Board (OSPB)* security standards *as provided* in 12 FAH-6 (classified) and construction materials and transit security standards contained in 12 FAM 350 *if applicable*. *The post's technical threat level, as specified on the DS Security Environment Threat List (SETL), is key in determining the applicable requirements. During the procurement process, the destination of the purchase must not be disclosed to the vendor and any associated correspondence identifying the procurement or shipment with a specific post or vendor must be classified. Procurement-related documents and correspondence may be declassified upon item receipt at the final destination except when the purchaser specifically requests they remain classified in accordance with E.O. 13526, e.g., when knowledge of the procurement could disclose vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security.*

#### 5 FAH-2 H-831.1 Purchases Funded by Bureau, Agency, or Post

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(Uniform all agencies)

*Posts, agencies, and bureaus purchasing material destined for a CAA must first consult 12 FAH-6 (classified) and/or 12 FAM 350 to determine which procurement methods are authorized to use for the intended destination. Note that stateside secure acquisition is preferred for any CAA procurement but is the only authorized method to procure material destined for the post communications center (PCC) and all system equipment used for classified information processing.*

**5 FAH-2 H-831.1-1 Random Purchase**

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(Uniform all agencies)

*Local procurement for CAAs is restricted to posts that meet the random purchase criteria detailed in 12 FAH-6 (classified) in association with post's technical threat rating in the Security Environmental Threat List. Random purchase security relies on having multiple vendors with an adequate supply available for unassisted selection from existing shelf stock, as well as no uncleared personnel having knowledge of the selected vendor or items to be procured. Requirements such as adequate supply and multiple vendors can severely restrict the ability to do local purchases even though the location meets threat level criteria. Security concerns also restrict the ability to do recurring purchases of the same type of item because the activity becomes predictable. For random purchase, a cleared U.S. citizen must make the selection, take immediate controlled possession, and maintain direct possession until the items have been transported to a CAA or secure storage area (SSA). Random purchase is generally limited to procurement of low volume and emergency items for the CAA.*

**5 FAH-2 H-831.1-2 Third Country Purchase**

(CT:TEL-40; 09-29-2014)  
(Uniform all agencies)

*A post requiring items for a CAA (the ordering post) may also send a classified telegram with fiscal data, ordering information, and secure shipping instructions to a third country post (purchasing post) authorized for random purchase and has agreed to perform the procurement. The purchasing post will then acquire the items using random purchase methods and ship them by diplomatic courier pouch or other secure means to the ordering post.*

**5 FAH-2 H-831.1-3 Stateside Acquisition**

(CT:TEL-40; 09-29-2014)

- a. *The Office of Acquisitions Management, IT Commerce Branch (A/LM/AQM/IT/COM) can purchase desired expendable and nonexpendable equipment from U.S. vendors. Posts should submit a funded procurement request through the Secure Integrated Logistics Management System (S-ILMS) which contains a complete description of the items needed, part numbers, voltage requirements and, if available, suggested vendors and prices. If the items are destined for the CAA, then at no time should post ever contact a vendor directly. A/LM/AQM/IT/COM will generate a blind procurement whereby post will be unaware of whom the vendor is and the vendor will be unaware of where the items are ultimately destined. Once A/LM/AQM/IT/COM purchases the material, A/LM/AQM/IT/COM consigns it the Office of Logistics Operations, Secure Logistics Division, Warehouse Branch to (A/LM/OPS/SL/W) for secure*

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shipment (via *DS-certified secure* container, courier escort, *or* controlled pouch) to post.

- b. A/LM/OPS/SL/W maintains a limited number of items for the CAA in its Secure-Expedited Logistics Program (*S-ELP*). *Place* an order for *S-ELP* stock items *using one of* the following methods: *via Ariba using the S-ELP Catalog (preferred) or by logging on to the OpenNet and going to the S-ELP Home Page at <http://elso.a.state.gov/SELP.html>. Also, orders can be placed by sending an email to [wcfonlineorders@state.gov](mailto:wcfonlineorders@state.gov) (listed in the State Department Global email address as S-ELP-Online Orders) and provide the S-ELP inventory team with the quantity needed, total cost of order, fund cite, ship to address, any special shipping instructions, post reference number, attention to, contact phone number, and e-mail address.* Check the online catalog of items *stocked at* the Secure Logistics Warehouse with current prices that include the surcharges and packing cost. Some of the larger stock items such as shredders, copiers, safes, etc., may require additional funds for shipping. *Some S-ELP inventory is forward stocked in the A/LM Secure Frankfurt Warehouse, which can be used to expedite fulfillment of S-ELP requests placed by* Bureau of European and Eurasian Affairs (EUR), Bureau of Near Eastern Affairs (NEA), Bureau of African Affairs (AF) *or, South and Central Asian Affairs* posts. A one-stop-shop catalog has been developed for ordering both Expedited Logistics Program (ELP) items from *the* European Logistical Support Office (ELSO) and *S-ELP* items from Europe or the Logistical Support Office in the Continental USA.
- c. The Warehouse Branch packs and coordinates secure shipments to posts abroad. Classified Information Processing Equipment (CIPE) material for some posts will be inspected and certified by *the* Office of IT Infrastructure, Technical Security and Safeguards Division (*IRM/OPS/ITI/TSS*). The Warehouse Branch will notify post *via email if additional funding is required for shipping, commercial packing, etc.* Post or bureau fiscal data should cover the total cost of the shipment.

### 5 FAH-2 H-831.1-4 State-side Acquisition by other Agencies

(*TL:TEL-2; 05-23-2002*)  
(*Uniform all agencies*)

Other agencies may perform state-side acquisition of expendable or non-expendable supplies and/or equipment for use at post. Procurement of equipment and nonexpendable materials destined for a CAA must conform to standards in 12 FAM 350 and 12 FAH-6 (classified), OSPB Security Standards and Policy Handbook.

### 5 FAH-2 H-831.2 Purchases Funded by IRM

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*(State only)*

Program property funded by IRM, such as telegraphic, radio or telephone equipment, is handled and shipped by *the Office of Logistics Operations* (A/LM/OPS).

## 5 FAH-2 H-832 EXPENDABLE SUPPLIES FOR THE CAA

*(CT:TEL-40; 09-29-2014)*

- a. Expendable and durable expendable supplies for CAAs *can often be selected from post stock see 12 FAH-6 criteria; especially 12 FAH-6 H-310 and H-600 (classified). Any items which are unique, only found in CAAs, or otherwise cannot be selected according to the applicable criteria for a particular post, must be securely procured and shipped, unless previously certified, in writing, as inspectable with locally available resources by the cognizant DS security engineering officer (SEO). Inspection is seldom a reasonable substitute for secure procedures, as adequate inspection is often impossible or impractical with locally available resources. The cost of inspection, including personnel hours, should not exceed the value of secure procurement and shipment. If adequate local inspection requires additional specialized personnel and/or equipment, post, the bureau, or the requesting agency will be responsible for funding travel and equipment shipping costs.*
- b. Order expendable supplies for automatic data processing (ADP) equipment from the Office of Acquisitions *Management* (A/LM/AQM/IT/COM) *via Secure ILMS as provided in 5 FAH-2 H-831.1-3, paragraph a.* IPC personnel select the shipping method based on the type of material, where it will be used, and post's threat level (see 14 FAH-4 H-100).
- c. *Purchasers must inform A/LM/AQM/IT/COM that the items require shipment via diplomatic courier pouch or other secure means.*

## 5 FAH-2 H-833 EXPENDABLE SUPPLIES FOR OTHER AGENCIES

*(CT:TEL-40; 09-29-2014)*

*(Uniform all agencies)*

Post can order ADP supplies to be used inside a CAA for another agency. Follow the procedures outlined in 5 FAH-2 H-832.

## 5 FAH-2 H-834 EQUIPMENT AND MATERIAL USED OUTSIDE THE CAA

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*(CT:TEL-40; 09-29-2014)*

*(Uniform all agencies)*

Post may coordinate directly with vendors for post or bureau-funded communications materials to be used outside CAAs. Material may be shipped via commercial courier service, unclassified pouch, *Diplomatic Post Office* or international mail.

**5 FAH-2 H-835 THROUGH H-839 UNASSIGNED**